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EYES ONLY

## MINUTES OF THE TWENTIETH FDD CAREER SERVICE BOARD MEETING

27 June 1957

25X1A

[REDACTED]

25X1A

The Chairman introduced the discussion of [REDACTED] (section on training). As a result of this discussion the Board will consider only the training matters which involve external training, or internal training in excess of 90 days. Other training matters will be brought before the Board only if it involves a quota, or is an unusual case.

The reading of evaluations of courses and categories of the Foreign Language Aptitude tests will be dispensed with.

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[REDACTED] mentioned that OTR does not want to give an off-duty Russian conversation course in [REDACTED] and suggested that we give our own course. Since conversation is not essential in FDD work, the Chairman suggested that those interested apply for outside courses at local universities, etc., and apply for reimbursement for the tuition under the Language Development Program.

The following Career Service matters were brought before the Board for approval:

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Promotion of [REDACTED], Administrative Assistant [REDACTED] from GS-6 to GS-7. The Board approved.

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The Deputy Chief read a memo from Chief, FI/D/PB recommending membership in CIA Career Staff of [REDACTED], an FDD employee working in FI until the end of the year. The Deputy Chief recommended Category B since [REDACTED]'s work was mediocre, contemplated resignation from Agency several times, and declined to apply for Career Staff membership when he became eligible in 1956. The Board concurred in Category B.

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Several people have applied for the vacancy in Editorial Section in Reports Branch. [REDACTED] was considered the outstanding applicant by [REDACTED]. The Board approved the selection of [REDACTED] subject to any other applicant who might file before the deadline set.

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The Clerical Assignment Committee met with [REDACTED] as the third member to consider candidates for the DC Field Office Administrative Assistant position. Their recommendations were:

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The Board approved in the order named.

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[REDACTED] recommended promotion of [REDACTED] from GS-9 to GS-11. Since there are no 11 positions open, this matter will be tabled until the next meeting as a GS-11 position may be available in Editorial Section and Branch Chiefs can determine whether they have a nominee better qualified than [REDACTED] for the promotion.

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[REDACTED] has returned to the Division from a tour of TDY for Contact Division. His value to the Agency is in external ad-hoc operations and should be so utilized whenever such occasion arises. He was recommended to the DDI for the interpreter need at the London Disarmament Conference.

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[REDACTED] recommended and the Board approved the promotion of [REDACTED] GS-7 to GS-9.

The Board members were asked to nominate their candidates for the two case officer positions in [REDACTED]

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Since the next regular meeting would be on a holiday, the meeting will be held July 3, at 1500.

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[REDACTED]  
Secretary

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